



Alliance for Pioneer Square
Social Media & Marketing Intern

Organization:	Alliance for Pioneer Square
Job Title:	Intern
Timing:	Part-Time (10-15 hours/week)
Duration:	Up to six months
Compensation:	\$24/hr., \$50/mo. data plan stipend

Job Summary:

The Alliance for Pioneer Square is seeking an enthusiastic student or entry level professional for a unique opportunity to assist on social media, digital marketing, and communications projects in the Pioneer Square Historic District. The position requires close collaboration with both Alliance team members and partnering organizations. This role will be tasked with supporting several marketing and communications projects as well as assisting event production. We also encourage those to apply that want to make a tangible difference within the community.

This position is fully in-office and will require in-person meetings, field work, and office hours.

Major Duties and Responsibilities:

1. Develop and manage a monthly social media content calendar with guidance from the Marketing & Communications team.
2. Produce creative content (short-form videos and photos) to highlight the neighborhood and local businesses for our social media.
3. Community management on social media accounts including Facebook, Instagram, and TikTok.
4. Implement strategies and develop campaigns to grow the Alliance's digital presence, with monthly reporting on specific KPIs.
5. Assist with producing annual events such as Spring Clean, community networking events, etc.
6. Deliver neighborhood maps, historic walking maps, and other print collateral.
7. Engage in outreach to stakeholders including business and property owners, managers to build relationships and seek content collaboration opportunities.

Experience/Skills

1. Experience and passion for: social media, digital marketing, community management, design, photography, videography, business district revitalization, and/or related fields.
2. Excellent interpersonal skills, including the ability to build solid relationships and support among stakeholders.
3. Understanding of latest social trends and technologies.
4. A high attention to detail and a commitment to excellent work quality.
5. Strong verbal and written communication skills.
6. Demonstrated skills in implementation of programs that support the mission of the organization.
7. Experience with: Word Press, Meta Suite, Constant Contact, or similar email platforms. Graphic design skills appreciated but not required.

Qualifications

1. A self-starter that demonstrates initiative, thoroughness, and a willingness to learn and adapt.
2. Any equivalent combination of experience and education which provides the applicant with the skills, knowledge and abilities required to perform the work.
3. Team player, flexibility, and sense of humor is a must.
4. Strong project management skills.

The Alliance for Pioneer Square is a 501c (3) non-profit organization devoted to the betterment of Pioneer Square through advocacy, programming, marketing, and community action. The Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Alliance never discriminates on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital or family status, or based on an individuals' status in any group or class protected by applicable federal, state, or local law.

To apply please submit your resume, cover letter, and **at least three samples of social media videos** that you've produced that demonstrate your work quality to: jobs@pioneersquare.org. No phone calls, please. The deadline to submit is January 22nd, 2024. Phone screenings begin January 24th – 31st. In-person interviews (up to 30 minutes) will begin February 6th – 13th. Expected internship start date is week of February 19th.